



Nevada State Board of Medical Examiners

www.medboard.nv.gov

Announces a Recruitment for the Position of **Executive Director**

Recruitment: The Nevada State Board of Medical Examiners (Board) is seeking qualified applicants for the position of Executive Director. This is an open competitive recruitment, for all qualified persons. This is a non-classified position that serves at the pleasure of the Board. The position is available November 1, 2014.

Mission Statement of the Board: The Nevada State Board of Medical Examiners serves the state of Nevada by ensuring that only well-qualified, competent physicians, physician assistants, practitioners of respiratory care and perfusionists receive licenses to practice in Nevada. The Board responds with expediency to complaints against our licensees by conducting fair, complete investigations that result in appropriate action. In all Board activities, the Board will place the interests of the public before the interests of the medical profession and encourage public input and involvement to help educate the public as we improve the quality of medical practice in Nevada.

Position Responsibilities:

- Enforcement of Nevada Revised Statutes (NRS) Chapter 630, the Medical Practice Act.
- Oversee the day-to-day management of the Board office under the direction of the Board's policies and directives.
- Oversee the preparation of the biennial budget; administer the biennial budget as approved by the Board; recommend budget adjustments and appropriate investments.
- Recruit, hire, assign, train, supervise and evaluate staff.
- Represent the Board before the State Legislature and Legislative Committees.
- Schedule, coordinate, and attend Board and Committee meetings.
- Research and recommend revisions in statutes and regulations.
- Coordinate the activities of the Board with other boards and agencies as necessary.
- Provide information to the public and news media.
- Oversee all legal and investigative matters of the Board.
- Oversee licensure of medical doctors, physician assistants, respiratory therapists and perfusionists.
- Perform other duties as assigned.

Training and Experience:

- Excellent verbal and written communication skills, with the ability to interface with staff, licensees, vendors, the public, legislators, and other executive directors.
- At least two (2) years' experience in budgeting processes.
- A minimum of a Bachelor's Degree from an accredited college or university.
- Extensive experience in administrative law and governmental administration.
- Five (5) years' experience involving extensive public contact.

Salary and Benefits: Salary range is \$110,000+, depending on experience. Salary reflects Public Employees Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced gross salary. This position includes paid health, vision, dental, life and disability insurance. There are 11 paid holidays and sick and annual leave. Other employee-paid benefits, such as a deferred compensation plan, are also available. Nevada does not have a state income tax.

Location: This position is based in Reno, Nevada, with a satellite office in Las Vegas, Nevada. In-state and out-of-state travel required.

To Apply: Please send a letter of interest, addressing as many points in the position responsibilities as are applicable, together with a CV or resume, with references, either by hard copy or email to:

E-mail: nsbme@medboard.nv.gov

Mailing address:
Recruitment Committee
P.O. Box 7238
Reno, NV 89510-7238

The Nevada State Board of Medical Examiners is an Equal Opportunity Employer.

Recruitment ends on July 31, 2014.